

KSA WEIGHTING SHEET

MPP#

Position Title, Series, and Grade Manager, HR Partners, GS-0343-15

Organizational Location ED/SFA/Human Resources

Weights will be established by Calvin Thomas

Date July 14, 2000

<u>KSA</u>	<u>Weight</u>
1. Knowledge and thorough understanding of human resources operations, policies, programs, administrative procedures, and their interrelationships in order to (1) identify and prioritize needs of SFA Channel/Unit staff; (2) provide human resource solutions developed by cross-functional HR teams	
2. Skill in planning, development, organization and management of projects	
3. Ability to schedule, coordinate and supervise the participation of staff in identifying and providing human resource solutions as HR Partners	
4. Skill in interpersonal communication, tact, and negotiation to build relationships between Human Resources and Student Financial Assistance organization units	

Note: Weights must total 10. The weight for any one item can range from 1.0 to 4.0 in increments of 0.5.

Name of Selecting Official Calvin Thomas

Building and Room # ROB 3 Room 3008 Telephone 202-260-0708

KSA #1 Title: Knowledge and thorough understanding of human resources operations, policies, programs, administrative procedures, and their interrelationships in order to identify and prioritize needs of SFA Channel/Unit staff; (2) offer human resource solutions developed by cross-functional HR teams.

Points

Points: 4 SUPERIOR knowledge is indicated by: Candidate must demonstrate considerable experience in several aspects of human resources operations. Such experience could have been gained in government agencies (local, state or Federal) or private firms. Applicant's documentation indicates a substantive understanding of the laws, regulations, policies, and procedures related to human resources. To be credited at the superior level, candidate's application should show direct experience with administration of such programs or involvement in development or supervision of the development of human resources solutions relating regulations, policies, procedures. Work history should demonstrate experience in identifying human resource needs of organizational units and offering solutions to meet the human resource requirements. Candidate must have considerable experience in convening the necessary individuals to discuss the relevant needs and develop or provide an appropriate solution.

Points: 3 HIGHLY SATISFACTORY

Points: 2 SATISFACTORY knowledge is indicated by: Candidate must demonstrate experience in several aspects of human resources operations. Such experience could have been gained in government agencies (local, state or Federal) or private firms. Applicant's documentation indicates a considerable understanding of the laws, regulations, policies, and procedures related to human resources. To be credited at the satisfactory level, candidate's application should show experience or knowledge of the administration of such programs or involvement in development of human resources solutions relating regulations, policies, procedures. Work history should demonstrate experience in identifying human resource needs of organizational units and offering solutions to meet the human resource requirements. Candidate must have experience in convening the necessary individuals to discuss the relevant needs and develop or provide an appropriate solution.

Signature: _____ Date: _____

KSA #2 Title: Skill in planning, development, organization and management of projects.

Points

Points: 4 SUPERIOR skill is indicated by: Must have extensive experience in a position that required defining, acquiring, and assigning resources, developing and gaining approval of project plans and budgets, monitoring and reviewing project progress, and identifying and resolving issues. Must demonstrate ability to gain agreement from project teams, customers, and management on the goals of the project and define success up front. The ability to deliver a plan that shows an overall path including clear responsibilities that was used to measure progress during the project is required. Demonstrates constant, effective communication among everyone involved in a team. In addition, the incumbent defined and maintained a controlled scope and knows when to seek management support. Work experience as a project leader or manager in a human resources department that required coordination of efforts from various teams would be indicative of this level; i.e. manager or lead in a large company or government agency Human Resources operation.

Points: 3 HIGHLY SATISFACTORY

Points: 2 SATISFACTORY skill is indicated by: Must have considerable experience in a position that required defining, acquiring, and assigning resources, developing and gaining approval of project plans and budgets, monitoring and reviewing project progress, and identifying and resolving issues. Must demonstrate ability to gain agreement from project teams, customers, and management on the goals of the project and define success up front. The ability to deliver a plan that shows an overall path including clear responsibilities that was used to measure progress during the project is required. Demonstrates effective communication among everyone involved in a team. In addition, the incumbent defined and maintained a controlled scope and knows when to seek management support. Work experience as a project leader in a human resources department that required coordination of efforts from various teams would be indicative of this level.

Signature: _____ Date: _____

KSA #3 Title: Ability to schedule, coordinate and supervise the participation of staff in identifying and providing human resource solutions as HR Partners.

Points

Points: 4 SUPERIOR ability is indicated by: Must have extensive experience in a position that required defining, acquiring, and assigning resources to identify and provide human resources solutions. Candidate should possess experience in assigning resources to customer segments in order to provide a consistent level of service. Candidate should be skilled in adjusting schedules and plans as necessary when workload of staff fluctuates. Extensive experience in identifying and resolving issues should be exhibited. In addition, prior experience should include ensuring the proficiency and productivity of team staff and the consistent quality of services provided. Work experience in defining roles and work efforts as a project leader or manager in a human resources department would be indicative of this level.

Points: 3 HIGHLY SATISFACTORY

Points: 2 SATISFACTORY ability is indicated by: Must have considerable experience in a position that required defining, acquiring, and assigning resources to identify and provide human resources solutions. Candidate should possess experience in assigning resources to customer segments in order to provide a consistent level of service. Candidate should have experience in adjusting schedules and plans as necessary when workload of staff fluctuates. Experience in identifying and resolving issues should be exhibited. In addition, prior experience should include ensuring the proficiency and productivity of project staff and the consistent quality of services provided. Work experience in defining roles and work efforts as a project leader or manager in a human resources department would be indicative of this level.

Signature: _____ Date: _____

KSA #4 Title: Skill in interpersonal communication, tact, and negotiation to build relationships between Human Resources and Student Financial Assistance organization units.

Points

Points: 4 SUPERIOR skill is indicated by: Must have experience in a position(s) where a major responsibility of the work was communication. Candidate must have considerable experience in establishing and developing relationships with customer groups. Candidate must have previous experience in establishing rapport and credibility with different groups. Demonstrated ability to represent HR Partners at meetings with internal/external contacts on human resources policies, procedures and mission of SFA Human Resources. Must demonstrate ability to gain agreement from teams, customers, and management on the goals of the unit and define success up front. Experience in communication including most written communication and verbal interactions, both one-on-one and group settings. Work history should demonstrate an ability to write in different styles, for different purposes, and for different audiences addressing a variety of complex and non-complex topics. This experience must include successfully delivering sensitive messages to groups that may not be receptive to change. Candidate must possess extensive experience in identifying and resolving controversial issues through relationship management and providing human resources solutions.

Points: 3 HIGHLY SATISFACTORY

Points: 2 SATISFACTORY skill is indicated by: Must have experience in a position(s) where a major responsibility of the work was communication. Candidate must have considerable experience in establishing and developing relationships with customer groups. Candidate must have experience in establishing rapport and credibility with different groups. Ability to represent HR Partners at meetings with internal/external contacts on human resources policies, procedures and mission of SFA Human Resources. Must demonstrate ability to gain agreement from teams, customers, and management on the goals of the unit and define success up front. Experience in communication including most written communication and verbal interactions, both one-on-one and group settings. Work history should demonstrate an ability to write in different styles, for different purposes, and for different audiences addressing a variety of complex and non-complex topics. Candidate must possess considerable experience in identifying and resolving controversial issues through relationship management and providing human resources solutions.

Signature: _____ Date: _____